

# WEX Member Portal Instructions:

## First Time Member Portal Registration:

Navigate to: <https://upmbp.lh1ondemand.com> and click on the GET STARTED link and follow the registration process below

### Login

Welcome to your single source for all you need to know about your benefit account(s). File a claim, view account balance and summary information, sign up for FREE direct deposit, get email notifications, and more!

Existing Users	New User?
<p>Username <input type="text"/> <a href="#">Forgot Username?</a></p> <p><input type="checkbox"/> Remember Me</p> <p><input type="button" value="Next"/></p>	<p>New users can create a new account to get started.</p> <p><input type="button" value="Get Started"/></p>

\*You will be asked to supply the below information; Your Employee ID will be 4-6 digits and be available on your first set of coupons

### Verify User

**Complete the information below to verify your identity.** \*Required

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Zip Code*	<input type="text"/>
<b>Identification Number</b>	
Employee ID*	<input type="text"/>

You will be asked to set security questions, once completed click on NEXT

# WEX Member Portal Instructions:

### Security Questions

Please enter an answer to any 2 security questions to complete your user setup. To keep your information secure, you will be asked to answer a question to complete sensitive actions within the portal such as resetting a forgotten password. \*Required

Select a question... \*

Select a question... \*

Your username was already existing and will pre-populate. Please select a password and choose SUBMIT.

\*Required

Username\*   
Your username may contain alphanumeric characters and any of the following special characters: period (.), at sign (@), underscore (\_), and dash (-).

Password\*   
The password must: -Have a minimum of 10 characters with max 20 -Not be one of your last 3 passwords -Contain upper and lowercase letters -Contain at least one number -Contain at least one special character !@#%&\*

Confirm Password\*

You will then be directed to your homepage where you can view your DDB Balance and Claim information

## UPMC | BENEFIT MANAGEMENT SERVICES

[Home](#) [Accounts](#) [Tools & Support](#) [Message Center 2](#)

Welcome to Benefit Management Services! View your available balance here!  
[View More](#)

